

**SAMPLE INDIVIDUAL NOTICE ISSUED ON
OCTOBER 22, 2009**



Name
Address

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

RE: Bullitt County School System Data Breach

Dear KEHP Member:

Web Site: <http://kehpn.ky.gov>

The purpose of this letter is to inform you of a recent privacy incident at the Bullitt Co. School System that occurred impacting your personal records maintained by Department of Employee Insurance (DEI) and Public Employee Health Insurance Program ("Commonly known at the Kentucky Employees' Health Plan-"KEHP"). First, be assured that DEI takes all privacy concerns very seriously. Second, DEI, working with the Bullitt County School System, has taken appropriate steps to mitigate this incident and to prevent incidents like this in the future.

On the morning of October 20, 2009, a Bullitt County School System employee logged onto a secure Web Enrollment System to determine which Bullitt County School System employees had not completed the 2010 health insurance Open Enrollment process. At 7:47 a.m. the employee of the Bullitt County School System mistakenly, without any willful intent, sent an electronic mail message to approximately 1,829 Bullitt County School System employees containing approximately 676 Bullitt County School System employee names and social security numbers, who were identified as not having completed the 2010 Open Enrollment process. At 7:59 a.m., the employee recognized the mistake and attempted to "recall" the electronic mail message. Approximately 737 of 1,829 were successfully "recalled". Additionally, the Bullitt County School System IT has successfully removed 1,089 electronic mail messages not successfully "recalled" from each recipient's electronic mail box. Three electronic mail messages were sent out of the Bullitt County School System and the recipients have been contacted and instructed to delete the electronic mail message and send verification of same. Bullitt County School System records indicate that all 1,829 electronic mail messages have been accounted for.

Free credit reports are available from the Federal Trade Commission, at your request, once every 12 months. To order, visit annualcreditreport.com, or call 1-877-322-8228.

Please rest assured DEI is committed to protecting the privacy of all KEHP members. If you have any questions regarding this issue, please contact the DEI Privacy Officer at 502-564-7430.

You may also contact Becky Sexton, Bullitt County, Assistant Superintendent for Support Services at (502) 543-2271.

Sincerely,

Joe R. Cowles,
General Counsel and HIPAA Privacy Officer
Department of Employee Insurance



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